

REQUEST FOR PROPOSAL
ATTORNEY SERVICES

Request for Qualifications (RFQ) Board comprised of the Township of Lyons, Lyons Township Mental Health Commission, Lyons Township Highway Commission, Lyons Township School Treasurers Office and Bridgeview Park District, is seeking qualified firms and/or attorneys to submit written proposals to provide legal services and if selected to serve as Attorney.

GENERAL DUTIES AND RESPONSIBILITIES OF THE MUNICIPAL/TOWNSHIP ATTORNEY

The Attorney possesses the following duties and responsibilities by virtue of his or her office:

1. Prepare for and attend regular monthly meetings, work sessions and other special meetings as directed by the Municipal/Township Board.
2. Follow up from all meetings including transmitting legal opinions and research.
3. Prepare legal opinions on issues as they arise in the course of business.
4. Be available by telephone or in person to act as legal advisor to the Municipal/Township Board.
5. Conduct legal research, advice and opinions on general municipal matters.
6. Perform labor negotiations, resolutions of disputes and legal advice pertaining to labor matter.
7. Review of public postings
8. Perform all other legal services deemed necessary or expedient by the Municipal/Township Board.

MINIMUM ELEMENTS TO BE INCLUDED IN PROPOSAL FOR SERVICES

Proposal should include the following information:

1. Firm: Background on the law firm, including areas of specialty, number of years in business, location where majority of work will be performed, parent firm and other relevant information.
2. Staff: Complete professional resume of experience, educational and five work-related references (preferably municipal references) for the person or persons being proposed to serve as Attorney. Other key personnel or contacts in the firm should be included.
3. Costs: A statement of monthly retainer proposal with a proposal with basic scope of services the retainer will cover and the hourly charges beyond the services provided for in the retainer. (You should also present a straight hourly rate proposal for considerations as well.) A sample monthly billing statement should be included.
4. Conflict: Please provide a list of any possible existing or potential conflicts of interest with residents, contractors, developers, property owners, etc., of the Municipality/Township.
5. Summary: Please provide a narrative describing the qualifications and experience in law and areas of expertise. Include any notable court cases won, other notable work performed, ratings from the State Bar or other professional organizations by your firm. Also list any additional specific reasons your firm should be selected to provide attorney services for the Municipal/Township Board.

NO REIMBURSEMENT FOR PROPOSAL COSTS

The RFQ Board does not intend to pay for any information solicited or obtained.

NOTICE TO REQUEST ADDITIONAL INFORMATION

The RFQ Board reserves the right to request any additional information, which might be deemed necessary after the proposal has been received.

INSURANCE REQUIREMENTS

Firms selected will be required to carry malpractice insurance and will be asked to supply a certificate of insurance prior to execution of the agreement with the Municipal/Township body. Firms selected will provide a statement that the law firm guarantees to maintain Workers Compensation and Unemployment Compensation insurance coverage for its employees at all times. These policies must be maintained at all times while providing legal services.

LICENSE REQUIREMENTS

Individuals providing service the Municipality/Township will provide proof of a valid license to practice law within the State of Illinois.

BILLING REQUIREMENTS

A statement that the firm will provide the Municipality/Township detailed billings which break down legal services costs by legal issue, time spent on each issue, and other relevant billing detail. Billings shall be prepared and submitted on a monthly basis.

Completed & Sealed Proposals should be sent to:

Clerk Mary Jo Noonan
Township of Lyons
6404 Joliet Rd., Countryside IL. 60525

Proposals must be received no later than December 16, 2014 at noon to be considered.